



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. F023A/JJ/23-0102 dated 01 August 2023

Appointment Letter

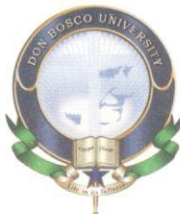
The Vice Chancellor of Assam Don Bosco University is pleased to appoint Mr. Swital L Singha (M.A. in Mass Communication) as Technical Manager (Production) on a full time and dedicated basis for the Centre for Distance and Online Education (CDOE) at Assam Don Bosco University, Guwahati, Assam with effect from 1st August 2023.

This Appointment is further to Appointment Letter HR/F1/C-T/21-73 dated 1st November, 2021.

Fr. (Dr.) Johny Jose
Registrar

Registrar
Assam Don Bosco University
Tapesia Gardens, Sonapur
Assam-782402. INDIA





ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. HR/F1/C-T/21-73, dated 1st November 2021

On the recommendation of the Selection Committee, the Vice Chancellor of Assam Don Bosco University is pleased to appoint:

Name : Mr. L Swital Singha
Designation : Production Coordinator
Department : Mass Communication
Unit : School of Humanities & Social Sciences
With effect from : 01.11.2021

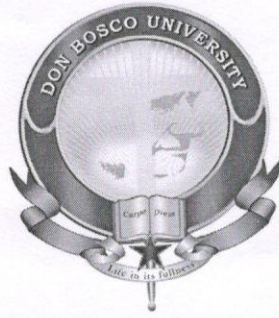
The consolidated salary of Mr. L Swital Singha is Rs.30,000.00 (Rupees Thirty Thousand Only). The details of appointment are given below.

1. This appointment is subject to approval by the Governing Body of Assam Don Bosco University.
2. Your service will be governed by the University norms laid down in the "Employees Service Manual" of Assam Don Bosco University.
3. You are expected to serve the institution at least till the end of the current academic year.
4. You will be on probation for a period of two years from the date of appointment. At the end of this period, your service will be made regular subject to your acquiring the minimum qualification required for this post and subject to an assessment by competent bodies of your performance, dedication to duty and professionalism.
5. Probationary employment may be terminated by the employer or the employee by giving one month's prior notice in writing or with a month's salary in lieu of prior notice.
6. On confirmation of employment, service may be terminated by the employer or the employee by giving three months' prior notice in writing or with three months' salary in lieu of prior notice.
7. During the notice period the employee will hand over full charge of the work assigned to him/her to the person authorized by the competent authority for the purpose.
8. On joining, there will be a monthly deduction of one month's salary, in equal installments, over a period of six months towards a refundable notice period pay fund. This amount will be refunded without interest to the employee on separation, provided that the notice period given is as per the University norms or on completion of two years of service, whichever date is earlier.
9. Vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.
10. You are expected to register yourself for the Teacher Induction Programme at 192.168.63.52/moodle and complete the Diploma programme within a period of three months and submit a copy of the certificate of completion to the Office of the Human Resources Director.
11. You are also expected to complete a course on "Constitution of India" offered under our institutional LMS (moodle.dbuniversity.ac.in) via self-regulated mode within a period of three months and submit a copy of the certificate of completion to the Office of the Human Resources Director.
12. You are required to submit the authenticated photocopy of your pan card and salary statement of your previous employer from 1st April, 2021 up to the last salary drawn by you.
13. This "Appointment Letter" has been issued on the proviso that there are no pending criminal cases and issues of termination in previous employment. The "Appointment Letter" will stand withdrawn in case any such record comes to light later.


Juhi Baruah
Human Resources Director


L Swital Singha





ASSAM DON BOSCO UNIVERSITY

JOINING REPORT

This is to certify that I have assumed the responsibilities assigned to me in Assam Don Bosco University as per the particulars furnished below:

1. Name in full (in capitals): MR. SWITAL L SINGHA
- 2.
3. Designation: Technical Manager (Production)
4. Department: Technical Support
5. Appointment Letter Ref. No. : F023A/JJ/23-0102 dated 01 August 2023
6. Time and Date : forenoon/afternoon: 9.00 a.m., 01-08-2023

(Signature)

Copy to:

1. Accounts Officer
2. Administrative Officer
3. Personnel File

(Countersigned)

Registrar

Registrar
Assam Don Bosco University
Tapesia Gardens, Sonapur
Assam-782402, INDIA.



ASSAM DON BOSCO UNIVERSITY
INDIA

On successful completion of all the requirements
as specified in the Statutes and Ordinances
in the academic session 2016 - 17
the degree of Master of Arts in Mass Communication
(Convergent Media and Technologies)

has been conferred upon

L. Twital Singha

bearing Registration No. AZ-0-2016-000241

Given under the seal of the University

Registrar

Place: Guwahati

Vice Chancellor

Date: 9 September 2017